



ARIZONA DEPARTMENT OF TRANSPORTATION

INTERMODAL TRANSPORTATION DIVISION
ENGINEERING CONSULTANTS SECTION
205 South 17th Avenue - Room 293E, Mail Drop 616E
Phoenix, Arizona 85007



FIFE SYMINGTON
Governor

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THOMAS G. SCHMIT
State Engineer

LARRY S. BONINE
Director

Engineering Consultants Section

INFORMATION BULLETIN 97-04

TO: Consultants

FROM: Engineering Consultants Section

SUBJECT: Selection Process Changes

Two changes have been made to the ADOT consultant selection process that all consultants should be aware of. Both of these changes have been reviewed and approved by the ADOT/ACEA Working Committee that was created after the ADOT/ACEA Partnering Workshop held in August 1996.

In the past, oral interviews conducted by ADOT selection panels were held at each shortlisted consultants office. It has been suggested that this could be an advantage for larger firms or those with more expensive offices. In order to assure fairness in the selection process all future oral interviews will be conducted at ADOT. The random order of the interviews will be determined by drawing.

Consultant debriefings require a substantial amount of time and effort to compile selection panel comments and scores for each firm. It has been questioned whether the time spent provides a significant benefit to the consultants. The most important information that consultants receive is from reviewing the winning firms proposal. In the future, consultant debriefing comments will be limited to the reasons the winning proposal was selected. Firms can still review the winning proposal and they will still be given their rank order and point comparison to the selected firm.